



Loudoun County, Virginia

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Department of Management and Financial Services  
Division of Procurement, MSC #41C  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175

May 29, 2009

NOTICE TO OFFERORS

ADDENDUM NO. 1

QQ-01492

The following changes and/or additions shall be made to the original Request For Proposal No. QQ-01492, European Business Recruitment Program. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Has the County selected trade shows in Europe for which the Contractor must pay registration fees and other costs? If so does the County have cost estimates?
  - A. The County of Loudoun's Department of Economic Development expects the contractor to propose the best events or tradeshow based on the working knowledge of industry and location decision maker participation. The County will pay for pre-approved event expenses. The number of events and the direct tradeshow costs would be negotiated and pre-approved from the departments operating budget. There may be pre-approved contractor related expenses above the direct tradeshow costs.
2. What are the Contractor's obligations time wise and financially to support the Main-Taunus-Kreis Sister County Program?
  - A. The contractor is expected to maintain local working relationships with the sister county program. However, the contract focus is to identify viable prospects to locate in Loudoun County. The contractor is expected to respond to requests that may interact with this program, but the role in supporting the sister city relationship is anticipated to be no more than the equivalent of one day per month at most. Where the MTK relationship coincides with prospect development this would be a normal part of the contractor's role and may include supporting visiting Loudoun officials who need to meet prospects, including those related to MTK. The pre-approved direct costs associated with sister county

efforts would be from the departments operating budget. There may be pre-approved contractor related expenses above the direct sister county costs.

3. Are there any other existing activities the Contractor is expected to support professionally and financially?
  - A. All known activities expected of the contractor have been stated in the request for proposal. Other existing activities are supported by other department or county resources and not the contractor. In the future, additional activities may arise due to a change in strategic focus, direction of economic development cluster and international initiatives, or funding.

Prepared By: Donald R. Coff Date: 5/29/09

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_